

Fire Marshal

Dept: Emergency Services

FLSA Status: Exempt

General Definition of Work

Performs difficult protective service and administrative work enforcing fire codes and prevention laws, performing fire inspections, coordinating fire prevention programs, overseeing and administering safety programs, maintaining and preparing records, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Emergency Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assigns, coordinates and oversees fire investigations per North Carolina building code.
- Analyzes and repairs 9-1-1 radio communication equipment.
- Responds to emergency or disaster events.
- Acts as a fire inspector.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the modern principles and techniques of fire prevention, including inspection, fire hazards and methods of eliminating hazardous conditions; comprehensive knowledge of fire prevention codes, practices and policies; thorough knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids, gases and hazardous chemicals, their proper use and storage requirements; thorough knowledge of electrical wiring systems and their capacities; thorough knowledge of standard computer equipment, hardware and software; thorough skill operating standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain required certifications; ability to respond to work during emergency situations or inclement weather; ability to maintain records and prepare detailed technical reports; mechanical aptitude; ability to plan and supervise the work of subordinates; ability to operate personal computer including some knowledge of applicable software packages; ability to establish and maintain effective working relationships with associates, elected officials, business and civic leaders, engineers, architects and the general public.

Education and Experience

Associates/Technical degree in fire service, or related field and six or more years of related experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires tasting or smelling, pushing or pulling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine

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distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Firefighter level 2.
- North Carolina Code Officials Qualification Board Fire Inspector level 1, 2 and 3 certifications.
- Valid Driver's License in the State of North Carolina within 60 days of employment.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date